

**Functional Series 500 - Management Services**  
**ADS 564 - Security Communications**

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## **Functional Series 500 - Management Services**

### **ADS 564 - Security Communications**

#### **564.1 OVERVIEW**

This chapter establishes the policy and procedures for the USAID Security Communications Program. This program governs two-way voice radio communications for USAID Missions overseas. It does not concern USAID/Washington communications or USAID Mission secure or unsecure telephone systems. Secure telephone systems are covered in ADS Chapter 552, Classified Automated Information Systems Security. (See [ADS 552, Classified Automated Information Systems Security](#))

#### **564.2 PRIMARY RESPONSIBILITIES**

- a. The Office of Security (SEC) is responsible for
  - Designing and installing USAID security communications systems;
  - Providing training in their use;
  - Repairing security communications equipment; and
  - Modifying existing security communications systems as a result of operational parameter changes.
- b. USAID Missions are responsible for
  - Notifying SEC when there is a proposed change to the post Emergency and Evacuation (E&E) radio net frequencies or operational parameters such as selective calling format, [bandwidth](#), channel guard, or [private line](#);
  - The routine preventive maintenance, operation, and accountability of all communications equipment provided by SEC; and
  - The purchase, installation, and maintenance of non-security communications systems.
- c. The USAID Mission Unit Security Officer (USO) is responsible for
  - Ensuring that security communication radio users know the proper use of the equipment; and
  - Ensuring that preventive maintenance is carried out on communications system equipment as specified in this chapter.

- d. All USAID security communication equipment users are responsible for
- Ensuring that individual radios are used properly;
  - Affording reasonable protection to prevent damage, loss, and theft;
  - Participating in periodic, two-way radio checks scheduled by the USAID or Embassy Information Program Officer (IPO);
  - Maintaining the equipment as specified in this chapter; and
  - Training their family members in the use of their assigned radio.

### **564.3 POLICY AND PROCEDURES**

#### **564.3.1 Eligibility for Security Radios**

The Office of Security (SEC) must provide USAID Missions with radio systems to establish two-way voice radio communications from USAID office buildings, selected USAID vehicles, and residences into the post Emergency and Evacuation (E&E) radio net. SEC provides security radios to U.S. direct-hire personnel assigned overseas. In addition, SEC will provide designated USAID members of the Emergency Action Committee (EAC) with a secure channel-capable radio. Missions are responsible for providing security radios to U.S. Personal Services Contractor (USPSC) staff.

#### **564.3.2 Assigned Frequencies**

All USAID security radio communication equipment must include the same E&E frequencies used by the Embassy.

#### **564.3.3 Security Communications in Armored Vehicles**

Each Fully Armored Vehicle (FAV) and Lightly Armored Vehicle (LAV) and Mission Operating Expense-funded vehicle used to transport U.S. direct-hire personnel for official duties must be equipped with a mobile security radio provided by SEC. Other USAID fleet vehicles designated for emergency evacuation or travel to threatened locations must be equipped with the appropriate security radios. USAID Missions at low-threat posts with reliable cellular networks are not issued mobile security radios unless required by post policies. USAID Missions are responsible for funding to access local cellular networks.

#### **564.3.4 Equipment Maintenance and Repair**

Security communications equipment must be well maintained and repaired in accordance with the policies and procedures outlined below.

Radio batteries must be kept fully charged according to the specifications provided by SEC. Specifications vary based on type of radio.

Preventive maintenance must be applied to communications systems, including base stations, repeaters, antennae, vehicle mobile radios, handheld radios and accessories, and test equipment.

Calibrating equipment and changing radio-operating frequencies must be carried out by electronic maintenance shops approved by the IPO at post or by SEC electronics technicians. Communications equipment still under warranty may be forwarded through SEC to the manufacturer for repair to preserve warranty protection.

When equipment repair services are not available locally, Missions must send the equipment to SEC via Diplomatic Pouch. Radios sent to SEC must be accompanied by a description of the problem, radio model numbers, serial numbers, and SelCal numbers. A cable providing pertinent information must be sent to SEC as soon as possible.

USAID security radios may be repaired at USAID expense by an electronic maintenance shop approved by the IPO at post. SEC must provide Missions with the necessary repair parts to maintain SEC-funded security radios.

SEC must supply a new battery and charging unit with all new radios shipped to Missions. USAID Bureaus, Offices, and Missions must replace defective batteries and charging units. Upon request, SEC must provide battery and charging unit pricing and vendor information for USAID purchase order preparation.

#### **564.3.5 Requests For Radio Equipment and Technical Support**

When requesting radio equipment and technical support, the following procedures must be followed:

**a. New Communications Systems:** Missions requiring special assistance for new communications systems **must** cable their requests to SEC. Requests must include

- (1) Purpose of the communications system;
- (2) Size of area needing coverage;
- (3) Length of time the system will be used;
- (4) Number of employees/vehicles on the system;
- (5) Host government approval of frequencies;

(6) Number of other interested U.S. agencies or contractors willing to assist in funding the system;

(7) Approval of the post IPO and RSO.

b. SEC provides funding for USAID Mission security radio communications systems. Missions must fund administrative radio requirements (for example, vehicle dispatching).

c. **SEC Security Radios:** SEC will evaluate USAID Mission requests for SEC security radios for Foreign Service Nationals on an individual basis. USAID requests must include

(1) The duties and security responsibilities of the FSN;

(2) The recommendations of the post IPO and RSO; and

(3) The approval of the USAID Mission Director.

d. **Technical Support:** USAID Mission requests for technical support must be sent to SEC via cable. The cable must outline the type of support needed, including the nature of the problem, nomenclature and serial numbers of the equipment involved, operating frequencies, and equipment location. Requests for additional radios must include

(1) A justification;

(2) The proposed user's name and job title; and

(3) The Selcal number.

An unused selective calling number is obtained from the Embassy Information Program Officer (IPO) for each radio requested, whether or not selective calling is in use at post.

#### **564.3.6 Security Communications Equipment Acquisition**

Security communications equipment purchased by USAID Missions must be funded by SEC and acquired in accordance with SEC policies and procedures.

a. Purchase orders issued by Missions for their security radio system requirements must be sent directly to vendors. SEC must also provide Missions with all the necessary technical and vendor information to facilitate the purchase. Each USAID purchase order must

(1) List USAID/SEC as the delivery point;

- (2) Specify that the purchase order number must be placed on the shipping label; and
- (3) Specify that the invoice accompanying the equipment must include
  - The purchase order number;
  - The number and specific type of equipment ordered;
  - The identity of the organization issuing the purchase order;
  - The ultimate destination (city and country) of the equipment;
  - If applicable, each frequency required; and
  - Both the selective calling number and the serial number for each radio shipped.

This information will assist SEC in receiving, testing, and certifying the equipment prior to delivery overseas.

**b.** Copies of purchase orders must be forwarded by the USAID Mission to USAID/Washington, Attention SEC.

**c.** When SEC receives the equipment from the vendor, a SEC employee will perform Federal Communications Commission (FCC) performance tests to ensure proper operation. SEC will also program the appropriate frequencies and operating parameters into the radios as needed. When the testing and programming is complete, the equipment will be shipped to the Mission. Shipping information must be provided to SEC via cable.

**d.** All purchase orders for USAID administrative radio and contractor security radio requirements must be referred to SEC for review prior to procurement.

#### **564.3.7 Security Communications Equipment Accountability and Control**

All security communications equipment must be recorded in the USAID property books and controlled in accordance with the provisions of 6 FAM 220 and ADS 534, Personal Property Management Overseas. **(See Mandatory References, [6 FAM 220](#) and [ADS 534](#))**

Security communications systems and equipment that meet the General Standards for Property, Plant, and Equipment (PP&E) and asset Capitalization Thresholds specified in ADS 629.5.2, Accounting for USAID Owned Property, must be recorded in the General

Ledger for financial control purposes and treated accordingly for financial purposes.  
(See [ADS 629.5.2](#))

Missions are accountable for all SEC-funded security radio equipment. This equipment is considered Non-Expendable Property (NXP), except for certain auxiliary items, e.g., antennas, coax cables, and non-repairable batteries. All security radio equipment (except for project radios) must be entered into USAID property accounts regardless of funding source or whether used by direct-hire employees or contractors. In the event of a staff reduction or USAID Mission closure, SEC must provide disposition instructions. Copies of property survey reports for lost and stolen security communications equipment must be provided to SEC.

#### **564.3.8 Security Communications Contractor Radios**

All USAID-funded security communications contractor radios must be procured, maintained, stored, and disposed of in accordance with this chapter.

All security radio requirements for contractors must be funded by USAID Bureaus, Offices, and Missions or through applicable contracts. SEC tests and ships security radios for contractors. Missions must contact SEC for advice on approved equipment and pricing. Purchase orders issued for contractor security radios must include the same information required in 564.3.6. (See **564.3.6**)

Maintenance and repair of contractor security radios is the responsibility of Missions. If there are no repair facilities available locally, Missions **must** contact SEC for information on shipment of radios to alternate facilities.

Security radios purchased for contractors will be returned to SEC for disposition when the contract is completed. In cases where an immediate replacement is needed, the USO may hold the security radio for reissuance to another contractor.

#### **564.3.9 Security Communications Project Radios**

All USAID-funded security communications project radios must be procured, maintained, stored, and disposed of in accordance with SEC policies and procedures.

Radios procured by either USAID or the project contractor, specified as integral to the project, must be turned over to the host government upon completion of the project or retained for future project use as approved by the USAID Mission Director. Project radios are not authorized to operate on the post E&E channel unless sanctioned by the post EAC. The E&E channel must be removed/deprogrammed from project radios prior to being turned over to the host government.

SEC assists USAID projects with two-way radio requirements. Assistance ranges from recommending actual equipment or systems to facilitating USAID contact with appropriate vendors. SEC does not fund, install, or maintain project two-way radio

systems.

The USAID Mission and project officer are responsible for accounting for project radios.

#### **564.4 MANDATORY REFERENCES**

##### **564.4.1 External Mandatory References**

- a. [5 FAM 515, Voice Radio Systems](#)
- b. [6 FAM 220, Personal Property](#)

##### **564.4.2 Internal Mandatory References**

- a. [ADS 534, Personal Property Management Overseas](#)
- b. [ADS 552, Classified Automated Information Systems Security](#)
- c. [ADS 629, Accounting for USAID Owned Property](#)

#### **564.5 ADDITIONAL HELP**

#### **564.6 DEFINITIONS**

The terms and definitions listed below have been included into the ADS Glossary. See the ADS Glossary for all ADS terms and definitions. (See [ADS Glossary](#))

##### **bandwidth**

A channelized frequency-modulation technique used for two-way mobile radios. Currently there are two standards being used, 12.5 Khz and 25 Khz bandwidth. Bandwidth can also mean a range within a band of wavelengths, frequencies or energy. (Chapter 564)

##### **private line**

"Motorola" terminology for a sub-audible tone used for encoding or decoding a channel. (Chapter 564)

##### **radio frequency**

The number of complete alternating electrical currents. The unit of frequency measurement is the hertz (hz) and is one cycle per second. Radio frequencies fall between 3 Khz and 30 Ghz and the radio spectrum is divided into eight frequency bands:

Frequency	Classification	Designation
3 to 30 Khz	Very low frequency	VLF



30 to 300 Khz	Low Frequency	LF
300 to 3000 Khz	Medium frequency	MF
3 to 30 Mhz	High frequency	HF
30 to 300 Mhz	Very high frequency	VHF
300 to 3000 Mhz	Ultra high frequency	UHF
3 to 30 Ghz	Super high frequency	SHF
30 to 300 Ghz	Extremely high frequency	EHF

(Chapter 564)

**scan**

A feature on radios that allows the operator to monitor different channel at one time.

(Chapter 564)

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